

Employment Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to provide a reference for [Applicant's Name], who has applied for a position at your social service agency. I have had the pleasure of working with [him/her/them] at [Your Organization's Name] for [Duration] as [Applicant's Position].

[Applicant's Name] has consistently demonstrated [his/her/their] commitment to social service and has shown a keen ability to connect with clients from diverse backgrounds. [He/She/They] is particularly skilled in [specific skills or examples related to the job], which I believe would make [him/her/them] an asset to your team.

During [his/her/their] time with us, [Applicant's Name] achieved [specific achievements or contributions], showcasing [his/her/their] dedication and proficiency in the field. [He/She/They] possesses excellent communication skills and has a unique ability to empathize with and support individuals in need.

I wholeheartedly recommend [Applicant's Name] for this position, as I am confident that [he/she/they] will excel and contribute positively to the mission of your agency. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]